



NCO LEADER SKILLS ENHANCEMENT PROGRAM

SEPTEMBER 2016 SCHEDULE



All classes are Monday – Friday unless noted

6 September - 9 September

	Class ID#	Room	Time
MTMC 1174 Microsoft Outlook	17865	C204	1215-1645
MTPF 1171 Personal Financial Management II	17866	C209	1215-1645
MTHR 1173 Counseling Practicum Techniques	17867	C210	1215-1645

12 September - 16 September

	Class ID#	Room	Time
MTMC 1177 Desktop Publishing	17868	C204	0900-1215
POFT 1132 Workplace Diversity	17869	C209	0900-1215
MTHR 1172 Prevention of Sexual Harassment	17870	C210	0900-1215
MTCS 1173 Introduction to Computers	17871	C204	1220-1645
MTMM 1170 Problem Solving	17872	C209	1230-1600
MTES 1170 Professional Ethics	17873	C210	1230-1600

19 September - 23 September

	Class ID#	Room	Time
MTMC 1170 Internet	17874	C204	0900-1215
MTES 1171 Professional Values	17875	C209	0900-1215
MTHR 1176 Stress Management	17876	C210	0900-1215
MTMC 1172 Wordprocessing Applications	17877	C204	1220-1645
MTOB 1170 Styles of Leadership	17878	C209	1230-1600
MTHR 1174 Time Management	17879	C210	1230-1600

26 September - 30 September

	Class ID#	Room	Time
MTMC 2172 Microsoft Word Advanced	17880	C204	0900-1215
MTHR 1175 Career Management	17881	C209	0900-1215
MTBC 1170 Conducting Briefings	17882	C210	0900-1215
MTCS 1174 Academic Research Using the Internet	17883	C204	1220-1645
MTLM 1170 Managerial Planning	17884	C209	1230-1600
BMGT 1177 Critical and Creative Thinking	17885	C210	1230-1600

Special Announcements!

*Classes will still convene on training holidays

NCO Leader Skills Enhancement Office
Soldier Development Center, 761st Tank Battalion, Building 33009, Room H236
Monday-Friday, 0730-1630, Office# (254) 532-1505

GENERAL INFORMATION

1. Enrollment is required for all classes. Soldiers may enroll in person at the Leader Skills Enhancement Office or online through their GoArmyEd account. Printed enrollment forms may require approval.
2. Enrollment forms for Soldiers E6 or below must be approved by their E7 or above via signature. Enrollment forms for Soldiers E7 or above do not require approval. All enrollment forms must be submitted to the Leader Skills Enhancement Office the Friday prior to class start.
3. DoD Contractors and DA Civilian personnel must submit a memo to the Leader Skills Enhancement Office from their unit, authorizing their course enrollment. The memo may be in any format and must include the organization's letterhead, employee's name, grade, course title/dates/times, and a brief statement explaining how the class will help improve the employee's work performance. The memo must be signed by the employee's immediate supervisor. A separate memo must be submitted for each class. Civilians may be required to give their seat to a Soldier.
4. Students who show up late on the first day of class may lose their seat in the class. If any student misses 1 or more cumulative hours during the course, the student will be withdrawn and will not receive a grade for the course.
5. Students enrolling in classes for college credit must include their original signature on class paperwork. All courses are worth 1 semester hour of college credit from Central Texas College.
6. Soldiers have seating priority. Civilians are permitted on a space-available basis.
7. Soldiers must be in duty uniform to attend classes, regardless of duty status.
8. All classes are subject to cancellation without prior notification.
9. Point of Contact: Leader Skills Enhancement Office, (254) 532-1505, Soldier Development Center Bldg. 33009, Rm. H236.